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PPB 71-1729

15 NOV 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Records Storage Control Policy

REFERENCE : Memo to ExDir from Chairman, CIA Records
Mgmt Board, dtd 5 Nov 71; same subject

1. I agree with the general conclusions of this report, i.e., that there is no need for the Executive Director-Comptroller to enunciate policy or instruction on computer-microfilm storage or on the "office of record" problem at this time.

2. My agreement is, however, not predicated so much on the fact that everything is "all right" as it is on the fact that (a) the DDS and the RMB do not know what policies or instructions would do the job, and (b) that Directorates, due to the "limited storage level" policy which you issued earlier this year, will be compelled to explore these as well as many other ways to restrict retention of hard-copy papers. It is now in their self-interest to do just that.

3. As a related matter, [REDACTED] repeats his strong doubts concerning the ability of the Records Management Board to have any important continuing impact on paperwork management in the Agency. Its membership consists of Directorate records management people who have little management influence or policy power in their Directorates. RMB meetings are really little more than monthly mutual commiseration society meetings of the Agency Records Management Officer with Directorate RMOs. There is little to distinguish it as a board of any kind -- much less an "Agency" board -- except its title, and you don't need a "board" to hold monthly meetings. He fears it serves perhaps even to reduce the informal and what might be constructive interplay between the Agency Records Management Officer and the component managers -- not records officers -- where the real effort should be focused. I agree with [REDACTED] views on this.

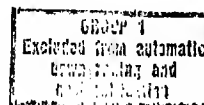
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4. Perhaps the Board has contributed all it can and now should be allowed to expire. Whatever real policy problems occur could be

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handled by the DDS and the Agency Records Management Staff whose capability might be improved by a policy of much wider rotation of RMOs between the Agency staff and Directorate and component RMO positions, e.g., why do DDP RMO positions have to be filled by D careerists -- or Agency Records Staff positions by S careerists for that matter, etc. ?

(signed) John M. Clarke

John M. Clarke
Director of Planning,
Programming, and Budgeting

Orig - ExDir (ret. D/PPB)

① - PHH Chrono
1 - Reading

O/PPB/ [REDACTED] hg 12 Nov 71

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Executive Registry

5 November 1971

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support *PSW* 10 NOV 1971

SUBJECT : Records Storage Control Policy

REFERENCE : Executive Director Memo to DDS, 1 July 1971,
Same Subject.

1. This special report from the Records Management Board is for your information only.

2. As requested in paragraph 4 of referenced memorandum, the Records Board has examined these two specific records problems:

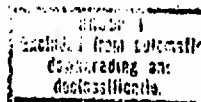
a. The development of an Agency policy establishing an "office of record" responsibility for Agency documents; and

b. The application of an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports.

The Board has found that there is no need for the issuance of a policy statement or other action by the Executive Director-Comptroller at this time because both problems are recognized and are being acted upon by the components concerned. The Board will continue to monitor progress in these two areas.

3. In regard to the first problem the Agency Records Administration Staff has been working with Directorate Records Managers since 1968 drafting "Retention Plans for Permanent Records." These plans are Directorate-wide lists of the files of continuing legal or historical value and include the identification of the "offices of record" responsible for the preservation of the record copy. This effort to identify responsible offices for permanent records will reinforce protection of our most valuable files provided by Records Control Schedules and will aid in the development of additional systems and procedures for their control. Then this experience will be used in phase two when the "offices of record" will be identified

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for temporary records which are many times more voluminous and complicated. These Retention Plans serve to eliminate retirement of duplicate files and will promote more systematic administration, reference, and preservation or disposal of Agency documents. They also ensure file custody and control by the organizational element with primary interest and responsibility. The current status of Retention Plans in the various Directorates is detailed in the attachment to this report.

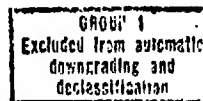
4. On the second problem, concerning an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports, the following steps have been and are being taken:

a. Printing Services Division has purchased a specialized camera that microfilms computer printouts at the rate of 165 feet a minute. Using this camera, the Office of Finance has converted over 100 cubic feet of listings to microfilm and has plans for filming another 500 cubic feet this fiscal year. The DDS&T is renting one of these cameras for one year to convert telemetry records and computer listings in FMSAC.

b. Using another technology, the Support Directorate has converted five of its computer applications involving large hard copy printouts to Computer Output Microfilm (COM). The DDP has 12 operational support computer applications and 5 records management computer applications that have been converted to COM. The DDP components have plans to withdraw some 400 cubic feet of index cards from the Records Center and convert the related computer tape record to COM in the near future.

c. The Support Services Staff is working with the Office of Personnel to convert their old hard copy printouts to microfilm and to replace many of their current hard copy computer printouts with COM applications.

d. In certain instances either the size of the report or the special user requirements of the report do not justify a COM application or conversion of hard copy printout to microfilm.

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5. The Board members feel that, at this time, satisfactory progress is being made on limiting the storage of hard copy computer printouts both at the Records Center and in the offices. Also the identification of "offices of records" is receiving as much attention as manpower and priorities permit. The Board does not recommend any policy proposal or action by the Executive Director-Comptroller at this time.

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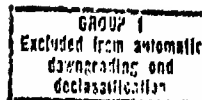


Chairman

CIA Records Management Board

Attachment

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**Status of Retention Plans for
Permanent Records of the Directorates**

A. The DDS&T components developed their first Retention Plan in 1969 and are currently up-dating it with a tentative target date of March 1972.

B. A team of DDP and Agency Records Staff Officers has prepared a first draft of a Plan for DDP files. In 1969 DDP published Records Disposition Instructions [REDACTED]. Also, for the past two years the DDP Records Staff has been working to expand the official CS Records System to include all file material of value. This has been delayed by a lack of computer capacity to handle the additional file codes. When this is accomplished they will be in a position to prepare a comprehensive Retention Plan, draw from it a list of permanent files, and establish "office of record" responsibility.

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C. The DDI and DDS components have teams actively engaged in developing their Retention Plans. Completion is targeted for March 1972.

D. A member of the Agency Records Staff has been assigned to work on the Retention Plan for permanent records in the DCI Area.

E. At the "Annual Conference of Records Management Officers" this December Retention Plan developments will be reviewed.

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